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OFFICE OF FINANCE STAFF MEETING MINUTES

3 February 1982

A. Notes Based on DDA Staff Meetings:

1. The DDA announced on 5 February the Agency will be visited by two officials of OMB, Messrs. Sitrin and Schneider.

2. Also reported receiving a letter from Edward P. Boland, Chairman, House Permanent Select Committee on Intelligence, to inform the Agency that all classified Committee correspondence is the property of the Permanent Select Committee on Intelligence of the House of Representatives and is provided on temporary loan to the addressee on the condition that it will not be released or otherwise disseminated without the permission of the Committee. The purpose of this procedure is to make an effective control with regard to each classified document and that this policy will adequately insure the confidentiality of the Committee's classified matters.

3. On 5 May there will be an Agency presentation sponsored by Women in Science and Engineering.

4. Announced this is Black History Month and several activities to be held during the month.

5. The Executive Director complimented the Office of Finance on the Annual Financial Report.

25X1 6. [] is being issued with a new Code of Conduct Bulletin re the standards of conduct employees are expected to meet both during and after their Agency service.

B. Items from Mr. Sherman:

1. Mr. Sherman reported meeting with the DDA on additional support to covert action and collection operations.

2. Mr. Sherman reported meeting with [] on FTE, decision to be made by end of March, either relief or cut back. 25X1

3. Mr. Sherman discussed the Office of Finance Position Requirements for 1982, 83, and 84.

C. Around-the-table:

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4. [redacted] and the DCI Admin Staff have adopted an uniform travel policy for the DCI area. Plan has gone to ExDirector and have been encouraged to do it.

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5. [redacted] reported the National Capital Planning Commission has approved the master plan for the new building, funds in FY 1983, architectural and engineering design to be completed by August 1987.

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